

COUNTY OF LINCOLN
Job Description Form

Division/Department: Sheriff/Narcotics Enforcement Unit

Job Title: Secretary

Reports to: Sheriff

Level/Grade: 17

Minimum Salary: \$12.92/hr.

Type of position:

- ☐ Full-time
☒ Part-time
☐ Grant/Contract

Hours 32/Week

- ☐ Classified
☒ Unclassified

General Description:

The employee is responsible for maintenance of grant-related financial records, and the preparation and dissemination of fiscal reports. The employee must have a thorough knowledge of computerized bookkeeping methods, large budgets and all pertinent operations within the department. Know all Departmental, County and grant-related policies pertinent to this position. Responsible for grants including writing, analyzing, and filing all required reports; maintenance of policies and procedures; maintenance of an internal telephone directory and serves as board meeting secretary. The employee must deal with confidential and sensitive matters and enter case information as needed for the database. Also answer multi-line phones, takes and relays messages or directs callers to appropriate personnel; perform a variety of secretarial duties including filing, and serves as matron as needed. The employee may be required to work irregular hours, attend job-related meetings and training, and perform other duties as assigned. Must perform all duties with minimal supervision. Location of work will be primarily in Ruidoso.

Education/Work Experience/Certification/Training Requirements/Abilities/Skills:

- High school diploma or GED certification, plus three years' experience in general office administration.
- Valid New Mexico State Driver's License. Must have a good driving record to be insurable for liability purposes.
- General knowledge of clerical routines, accuracy in data entry for record maintenance, accounting (manual and computerized), quarterly and annual reports, bank reconciliation, and budgeting.
- Computer skills in Microsoft Windows, Microsoft Office (Word, Excel, and Access) as well as Quicken financial and reporting system.
- Able to read and write proficiently; understand written and oral instructions; interact with general public, staff and elected officials in a pleasant manner.
- Must have working knowledge of personal computer system, word processing and printers; typing skills of at least 50 wpm, ability to operate a 10-key calculator, photocopier, facsimile machine, transcriber, multi-line phone system, and other related office equipment.
- General bookkeeping knowledge. Ability to remain composed during stressful and/or emergency situations; must obtain and relay messages/information accurately.

Work Conditions/Description of Tools, Equipment, Work Aids Used and Materials and/or Products Handled:

- Office environment. Normally works 8-5 Monday-Friday. May be required to attend out of town training and seminars.
- May be required to operate Multi-line telephones, 10-key calculator, personal computer terminal/keyboard and printer, photocopy machine, telefax machine, typewriter, transcriber, radio, television, VCR, two-way radio, and other related office equipment.

Comments on Physical Requirements:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting and standing for prolonged periods of time; light to moderate lifting (up to 50 pounds); reaching, stooping, crawling, pulling, pushing, and manual dexterity; and operating assigned office equipment.

Approved by: Nita Taylor, County Manager

Date Posted: 11/20/14

Date Hired: _____

Employee Declaration:

I have read the above job description. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties.

Name: _____

Date: _____